2.1 Company Profile

2.1.3 Edit Returned Application

A new profile submitted may be returned by a SSG officer for further clarifications or to request for additional information. To edit a draft or returned company profile, please follow the following steps:

1. For an overview of updating your company profile, click [here](http://www.skillsconnect.gov.sg).


3. Click LOGIN, and select the login type.

4. If Reg Type (ROB/ROC/UEN) has been selected as login, the system will display the CorpPass login page. Click “Please login using CorpPass”.

From 1 September 2018, organisations with valid UEN have to login using CorpPass only for your online business transactions with SkillsConnect (all other methods will be discontinued).
5. Fill in the required information to log in with CorpPass.

6. If Reg Type (Others) has been selected as login, the SingPass login page will be displayed.

4. After login, the Profile Summary page will be displayed.

5. If the new Company profile registration was not approved before and was returned to your Company, there will not be a registered profile to access SkillsConnect. To access this returned application, click “Application Listing”.

6. Click on the hyperlinked reference number of the application for profile that with is marked the status as returned.

7. The Terms and Conditions page will be displayed.

8. Read the Terms and Conditions carefully.

9. If you agree to and accept the SkillsConnect Terms and Conditions, select “Yes, we accept the above Terms and Conditions” and “Proceed”.

10. System will display the Apply for Company page. User can provide the requested information by editing the form and resubmit the application.

11. For Company profile which was approved before, there will be a registered profile to display at the Profile Summary page.
12. If the edit was returned by SSG officer, after you click “Participating Company”, the returned application will be listed in the profile inbox. The authorised user of Company can pick up the transaction record with the status as “Returned” type and click the hyperlinked reference number.

13. The system will display the online form. Edit all necessary fields. Mandatory fields are indicated by the red asterisk (*).
**Important Notes on GIRO Account Information**

For GIRO account information under the HSBC (bank code 7232) or DBS (bank code 7393) banks, please indicate the branch code before the account number. An example is as follows:

Bank Code: 7232
Branch Code: 538
Account Number: 538123456789 (the branch code 538 is indicated in front of the account number)

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### BUSINESS INFORMATION

To ensure that your organisation is awarded the correct funding for SMEs, please ensure that the Ownership, Employment Size and Annual Sales Turnover are accurate and up to date.

<table>
<thead>
<tr>
<th><strong>Type of Organisation</strong></th>
<th>Company</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Nature of Business</strong></td>
<td>Service</td>
</tr>
<tr>
<td><strong>Main Business Activity</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Year of Establishment (YYYY)</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Ownership</strong></td>
<td>Local/Foreign Joint Ventures</td>
</tr>
<tr>
<td>Percentage Foreign</td>
<td>%</td>
</tr>
<tr>
<td><strong>Fixed Asset Investment (at net book value)</strong></td>
<td>$</td>
</tr>
<tr>
<td><strong>Employment Size</strong></td>
<td>Group Level</td>
</tr>
<tr>
<td><strong>Annual Sales Turnover</strong></td>
<td>Group Level</td>
</tr>
<tr>
<td><strong>Annual Training Budget as a % of Annual Payroll</strong></td>
<td>%</td>
</tr>
<tr>
<td><strong>Annual Skills Development Levy (SDL) Contribution</strong></td>
<td>$</td>
</tr>
</tbody>
</table>
14. For ACRA-Registered Organisations, information such as **Registered Name of Organisation** or **Registered Business Address** are auto-populated from ACRA’s records. Please ensure
that you have updated your records with ACRA. Otherwise, for non-ACRA Registered Organisations, please proceed to enter your organisation’s information.

15. **List of Related Companies** refers to companies which have mutual partners or shareholders. Please declare your related companies to ensure that correct funding is accorded.

16. To ensure that your organisation is awarded the correct funding based on the SME definition, please ensure that the Ownership, Employment Size and Annual Sales Turnover under the “**Business Information**” section of your company profile are accurate and up to date.

17. For Group Level Employment Size and Annual Sales Turnover, please include all corporate shareholders holding more than 50% of total shareholding of the applicant company, and any subsequent corporate parents, and subsidiaries of the applicant company. If your company is not part of a group, please input 0 in the fields.

18. If the information is valid, then click “**Next**”.

19. The Confirmation page will be displayed.
20. Read the Declaration carefully.

21. If you confirm that all information and particulars provided in the online form are true, complete and accurate and accept the declaration, select “Yes, we confirm and accept the above declarations” and “Submit”.

Note: Organisations are not able to withdraw their own profile after it has been approved. An example of a request where an organisation wants to withdraw their profile is when the organisation is deregistered in ACRA. For withdrawal of an approved profile, Organisations can notify SSG for assistance.

Note: Organisation cannot delete a branch’s information after it has been approved. The branch can however be deactivated through an edit to the profile.

22. The Acknowledgement Page will be displayed. Please take note of the reference number.